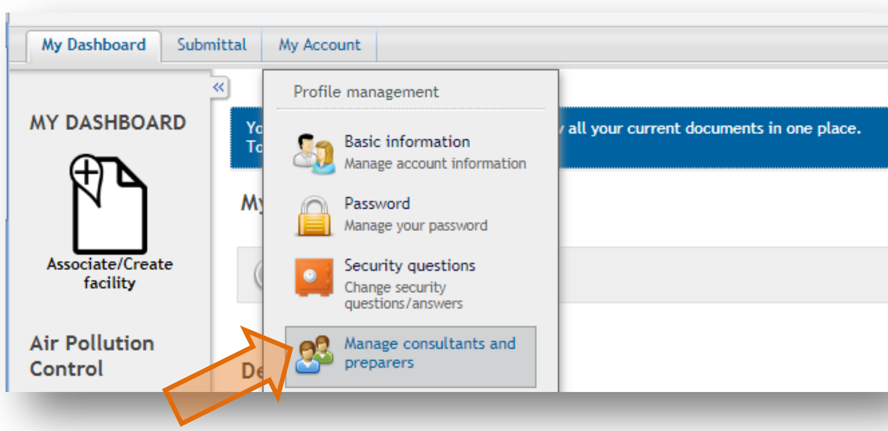
For ROs (Responsible Officials): Submitting a Tier II Report in CEOS

Steps to Submitting a Tier II Report in CEOS as an RO

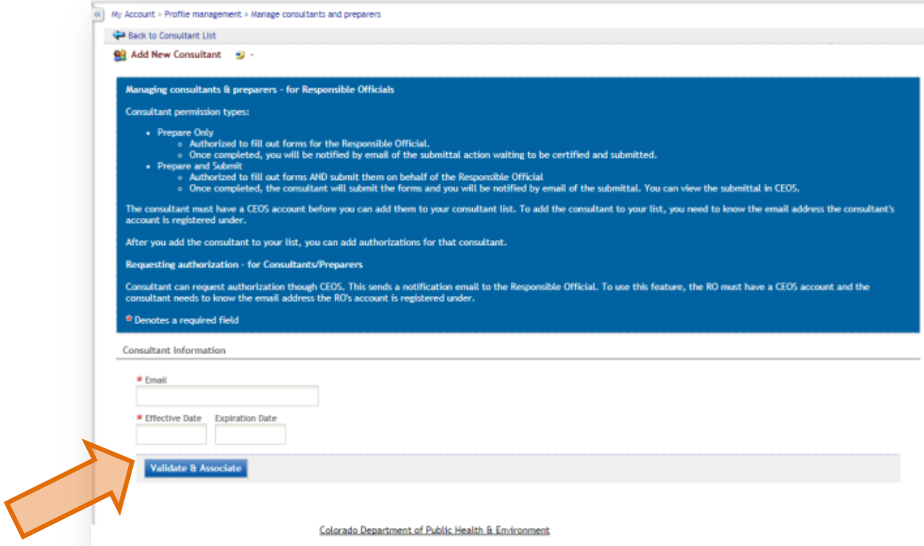
Preparers may consult the version of this guide: *For Preparers: Submitting a Tier II Report in CEOS*

1. Create an account in CEOS using the step-by-step *Creating a Tier II Account in CEOS* guide
2. Go to https://ceos.colorado.gov/CO/CEOS/Public/Client/CO_CIMPLE/Shared/Pages/Main/Login.aspx
3. Enter your user name and password in the fields at right and click "Login." If this is the first time you're logging in, please consult the email that you received after creating an account. It will be from GovOnline@enfotech.com and will contain your login name and a temporary password.
4. **If you created an account as an RO (Responsible Official) and a Preparer is helping to file your Tier II report:** Once you receive notification from CDPHE that your identity has been verified through e-Verify or ESA/Subscriber Agreement (see Step 12 in *Creating a Tier II Account in CEOS*), you may associate a Preparer with your facility. For an RO to associate a Preparer, please note that the Preparer must have already created an account.
    a. The RO may log in, click "Go to your dashboard" icon, hover over the "My Account" tab and click "Manage consultants and preparers."

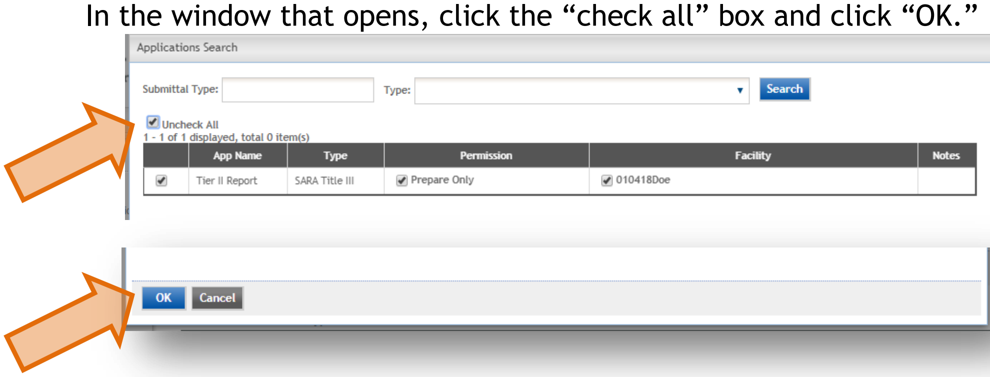


    b. Click the "Add User" button.

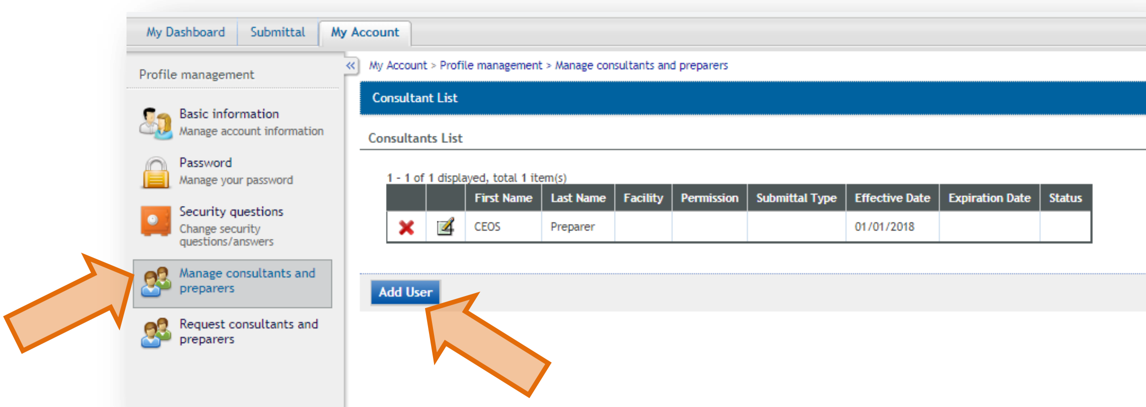
c. Type the email address of the Preparer and set the effective date to yesterday's date. Click the "Validate & Associate" button and then the "Add Authorizations" button.



d. Then, click the "Add Authorizations" button that appears near the bottom of the page. In the window that opens, click the "check all" box and click "OK."



e. Then, if you click the "Manage consultants and preparers" link in the column at left again, the Preparer will be displayed. Multiple Preparers may be added using the "Add User" button and the same steps listed above.



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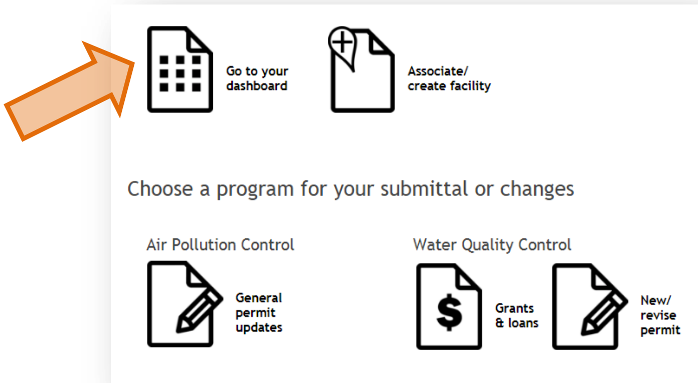
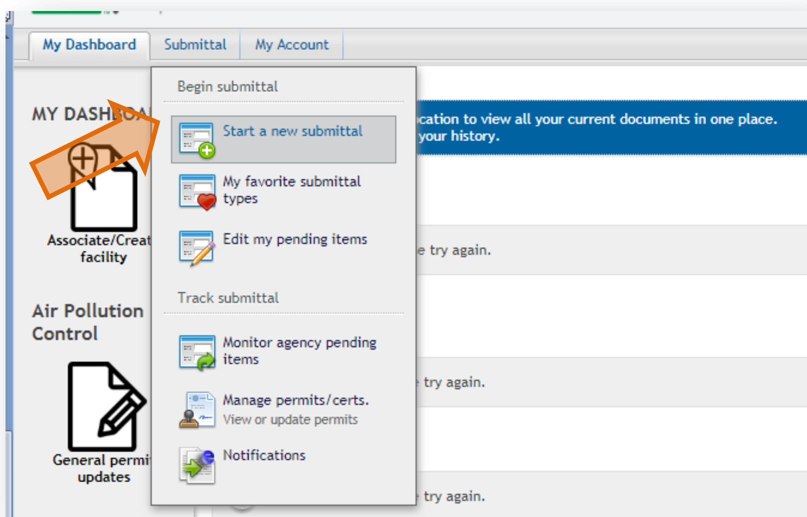
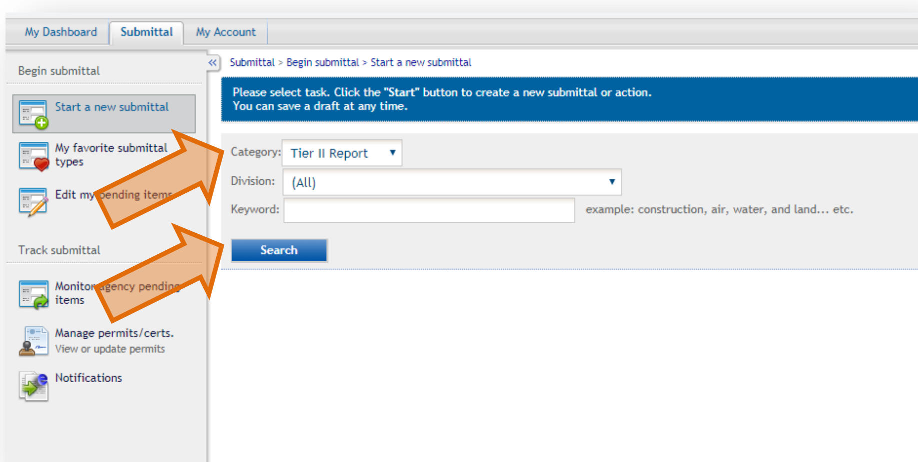
5. **If you created an account as an RO and <u>will not</u> be using a Preparer:**
    a. Click the “Go to your dashboard” icon



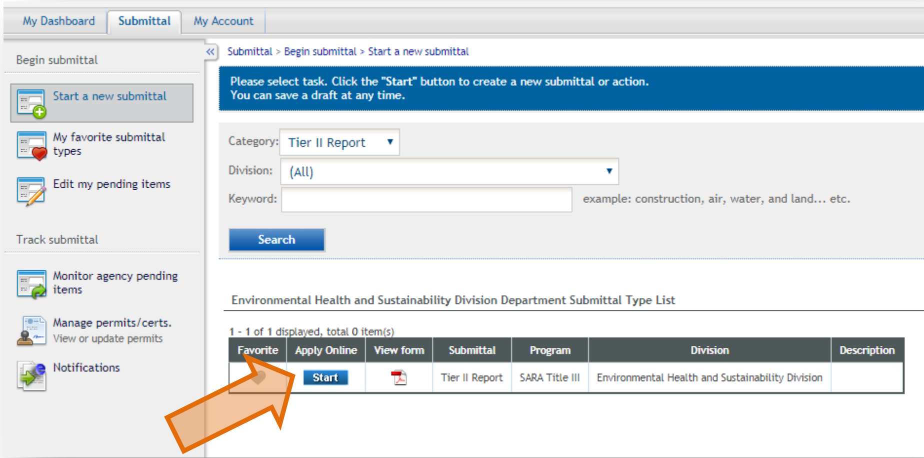
    b. Hover over the “Submittal” tab and click “Start a new submittal.”



    c. Select “Tier II Report” within the dropdown menu and click “Search.”



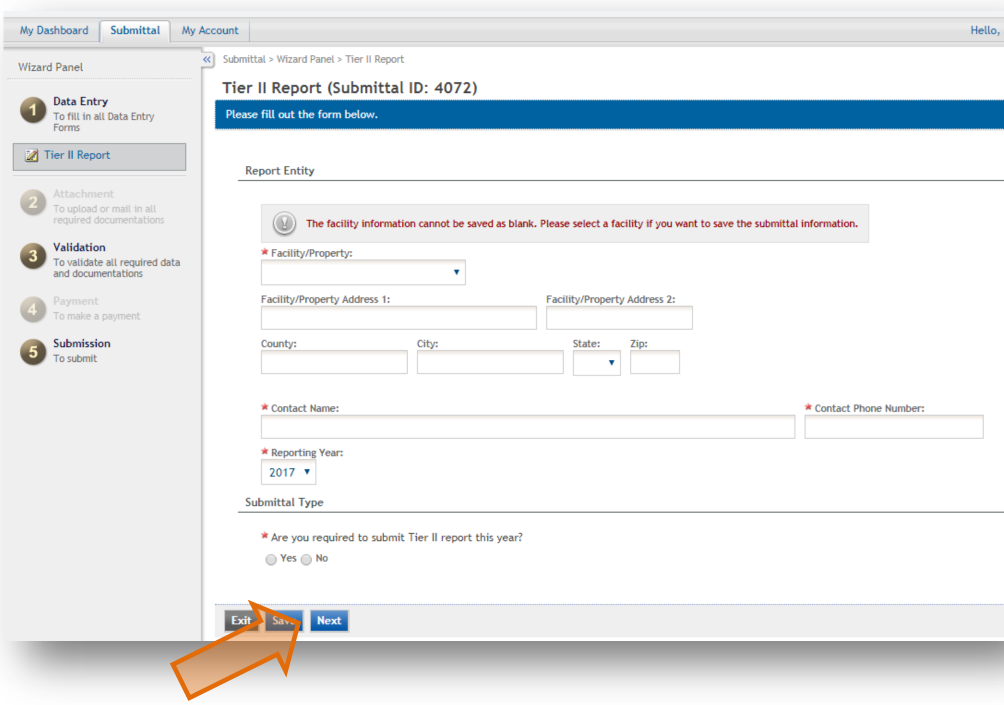
d. When the blue “Start” button appears, click it.



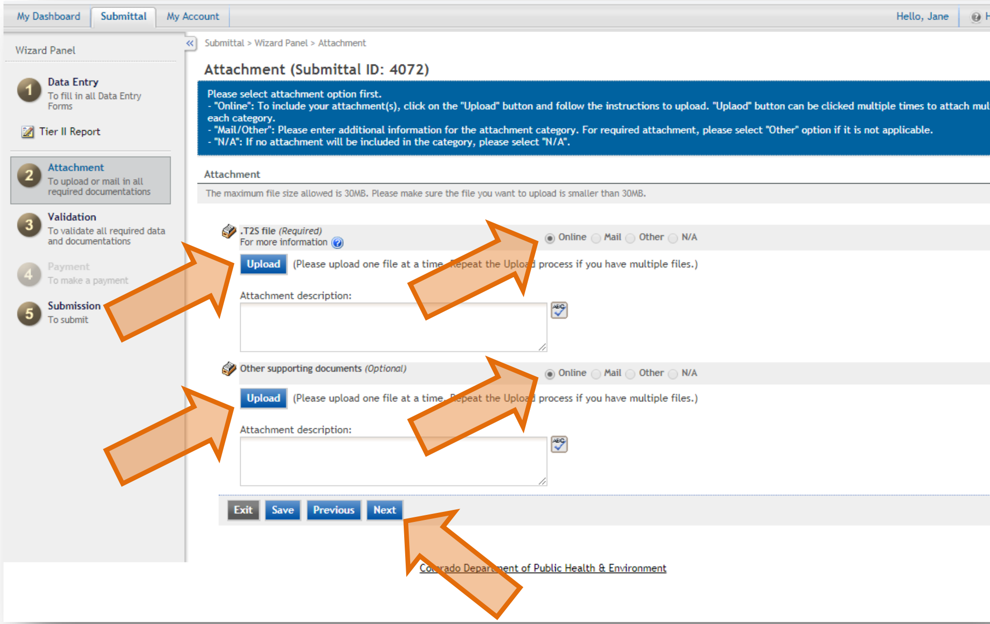
e. Complete the fields in the form and click the appropriate radio buttons. (Please note that your screen may be more elaborate than the screenshot below depending on the information entered.)

i. If you need to revisit a form before submitting it, please click “Save.” **Please note that clicking “Save” DOES NOT submit the Tier II report**; it only saves it in CEOS so that you or Preparers associated with your facility can return to it and work on it later. Saved forms will then be accessible via the “Edit my pending items” option under the “Submittal” tab. Once “Edit my pending items” is clicked, you may search for this form by selecting “Tier II” from the dropdown menu and then clicking “Search.” Then, click the icon under the “Edit” column. This will return you to the location shown in the above screenshot.

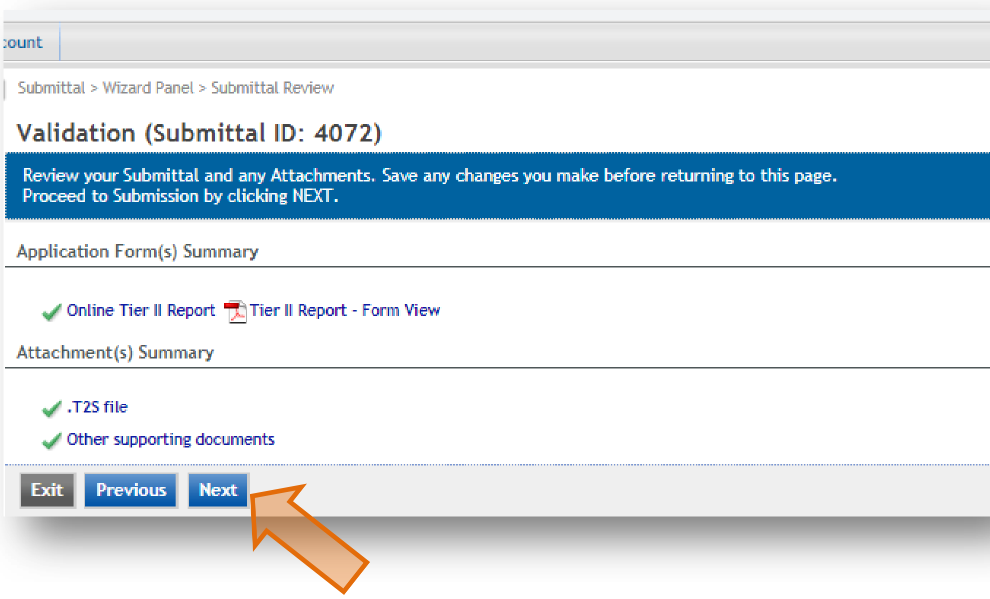
6. After all elements of the form are completed, **make sure to enter in the number of facilities and number of chemicals/substances in the fields at the bottom** before clicking “Calculate” (if available) and then click “Next.”



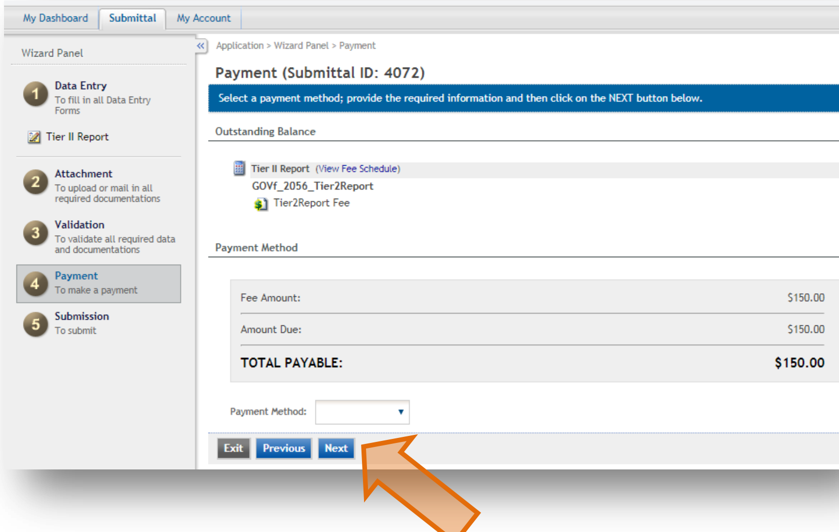
a. On the next screen, click "Online" on both radio buttons and click "Upload" to upload your .t2s files and any other supporting documents. Following the prompts, locate the files on your computer and click "open" to upload them.



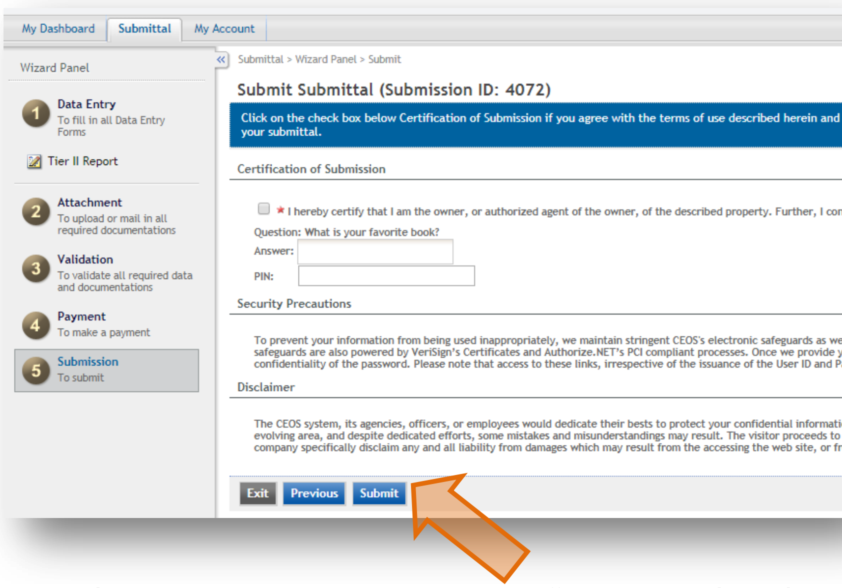
b. Make sure your intended documents are correctly uploaded and click "Next."



c. Corresponding with your chosen way to pay, click “check” or “money order” on the Payment Method dropdown menu and click “Next.”



d. Check the box and complete the two fields before clicking “Submit” to submit your Tier II Report.



e. Print out the “CONFIRMATION OF SUBMITTAL” receipt and send in the check or money order with the four-digit Submittal ID noted upon it.